

Economic Development Coordinator and Planner

Town of Uxbridge

This full-time position serves as the point of contact for economic development planning under the Town Manager, delivering opportunities for community growth and development. The Town of Uxbridge is concerned about the burden placed on its residential taxpayers and would like to see growth from other municipal revenue sources including state funding, grants, and commercial development. Uxbridge has expanded beyond its historical commercial buildout zoning and would like to explore innovative and strategic approaches to reallocate its zoning mix. There is also interest in exploring mixed-used zoning proposals and overlay districts for regionally important resources. There are strong regional supports for economic development, and this position will be expected to leverage connections with state, regional, and local organizations to develop strategy, market, promote, and finance economic growth. Candidate must be a consensus-builder, team-player, and great communicator.

Master's degree in community planning or related field preferred; five years' experience in municipal planning employing land use law, land use regulations, and real estate law; or any equivalent combination of education and experience. Project management experience is a plus. Starting salary up to \$78,000 per year, DOQ. Full benefit package. Send cover letter and resume to the Uxbridge Town Manager Assistant, Ellen Welch, 21 South Main St, Uxbridge, MA 01569. A complete job description is available on our website www.uxbridge-ma.gov. Application deadline Dec. 22 by 4:30 p.m. EEO/AA

ECONOMIC DEVELOPMENT COORDINATOR

SUMMARY

This full-time position serves as the point of contact for economic development programming and planning under the Town Manager, delivering opportunities for community growth and development. The Town of Uxbridge is concerned about the burden placed on its residential taxpayers and would like to see growth from other municipal revenue sources including state funding, grants, and commercial development. Uxbridge has expanded beyond its historical commercial buildout zoning and would like to explore innovative and strategic approaches to reallocate its zoning mix. There is also interest in exploring mixed-used zoning proposals and overlay districts for regionally important resources. There are strong regional supports for economic development, and this position will be expected to leverage connections with state, regional, and local organizations to develop strategy, market, promote, and finance economic growth. Candidate must be a consensus-builder, team-player, and great communicator.

Supervision

Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative to perform duties, independently complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Works under the direction of the Town Manager

Supervision Given: May supervise outside consultants, part-time, seasonal or temporary employees.

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Under the direction of the Town Manager, develop strategies, policies and initiatives to create economic growth opportunities for the Town of Uxbridge

Act as the primary contact for businesses seeking information regarding opportunities to locate or expand operations in Uxbridge including providing tours of potential sites and any other information or assistance as needed

Initiate and maintain communication with business leaders, developers, brokers, the general public, other town officials, and federal and state agencies.

Attend public meetings with town boards and committees, as necessary, to field questions and provide information regarding economic development activities, grants, and town projects.

Exercise sound judgment, discretion, and tact with the ability to maintain confidences. Work collaboratively and build consensus.

Develop strategies and project plans with measurable progress and goals. Be able to track and manage multiple projects.

Collaborate with the Town Assessor to maintain inventory of land, commercial property, and business - zoned property available for development as well as lease information to identify opportunities for outreach

Using development tools, including GIS, identify underutilized properties and acceptable uses that will help to increase the tax base

Make presentations to Board of Selectmen, various Committees, and the general public on economic development issues. Facilitate public input through public meetings, workshops, and other means.

Collaborate with Town departments on events and community programs that make Uxbridge an excellent place to live, work, and play

Attends and participate in gatherings, development planning meetings and events of local and regional business and economic development organizations, including but not limited to the Blackstone Valley Chamber of Commerce, MassDevelopment, MassEcon, CMRPC, and the Massachusetts Office of Business Development.

Coordinate and attend trade shows on behalf of the Town, as needed.

Manage programs for downtown beautification, recreation, economic development events. Think creatively to create new programs that further the mission of economic growth.

Support the Town Manager to propose, create, and present financing agreements and acts as a contact for these agreements to state, local, and business officials

Coordinate research on local and industry trends, updating local demographic information for use investment prospects and site location/re-location

Explore, secure, and administer grants.

Manage compliance with requirements of state and federal grant programs

Support municipal departments in their efforts to seek grants

Maintain an active listing of state, federal, and other public funding opportunities

Maintain the economic development pages of the town's website, including but not limited to maps, permitting guides, flowcharts, handbooks, zoning districts, overlays, workforce education, regional partnerships, and tax incentives for business including investment, job training, loans, guarantees, equity financing, credits, and incentive programs.

Write, post, and publish to the town website and through suitable online and print media, on a regular and consistent basis.

Collect, write, and publish news releases featuring economic development related activities and accomplishments economic and town activities, as appropriate.

Support communication between Town Departments and the public by disseminating information through a variety of strategies, including but not limited to town display boards, cable access channels, news media, and social media.

Make recommendations for new technologies and channels of communication to communicate with residents and the business community

Engage strong communication, public relations, social media, and writing skills to create a positive public image for the town.

Education and Experience:

Master's degree in community planning or related field preferred; five years' experience in municipal planning employing land use law, land use regulations, and real estate law; or any equivalent combination of education and experience. Project management experience is a plus.

Special Requirements

Massachusetts Class D motor vehicle operator's license.

Knowledge, Ability and Skill

Excellent written and oral presentation skills are required

Strong organizational skills are required.

Strong writing ability and proficiency in social media preferred.

Proficiency with GIS preferred.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform this job successfully, an individual should have strong technical skills knowledge of the principles and applications of geographic information systems (GIS), Internet software; spreadsheet, word processing, presentation software and social media platforms.

Certificates, Licenses, Registrations: AICP certification is desirable

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand and use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision and ability to adjust focus.

Job Environment

Work is performed in a moderately noisy office environment. Employee may be required to attend evening meetings.

Operates computer, calculator, telephone, copier, facsimile machine, and all other standard office equipment.

Makes frequent contact with other department heads and Town employees, vendors, committee members, and the general public; communicates in person, by telephone and via standard reports. Contacts require considerable persuasiveness and resourcefulness to influence the behavior of others.

Has access to department-level and Town-wide confidential information; the application of appropriate judgment, discretion and professional office protocols is required.

Errors could result in significant confusion and delay, loss of department services, and have Town-wide financial repercussions; errors could cause exposure for the Town of Uxbridge to certain legal liabilities.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk and listen; required to walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms, bend and stretch to reach low and high shelves. Employee must have the ability to use a keyboard at an efficient speed. The work requires lifting print and other materials, office equipment and supplies weighing up to 10 pounds and being able to carry a reasonable quantity of materials from places where they are stored to places where they may be used. Intermittent reaching, crouching, and similar activities. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer *and* employee *and is subject to change by the employer as the needs of the employer and requirements of the job change.*)